

<b>Committee Name:</b>	LMSC Development Committee		
<b>Committee Chair:</b>	David Brancamp	<b>Vice Chair:</b>	Crystie McGrail
<b>Minutes recorded by:</b>	Crystie McGrail	<b>Date/time of meeting:</b>	October 18, 2022 - 5:00 PM

1.

<b>Number of committee members present:</b> 6	<b>Absent:</b>	<b>Number of other delegates present:</b> 0
<b>Committee members present (list all, including chair and vice chair):</b> Ed Coates; Linda Chapman; Crystie McGrail; Katherine Olson; Robin Tracy; Karen Harris		
<b>Committee Members Absent:</b> Dave Brancamp; Tom Moore; Randy Marchman; Christine Maki; Aaron Norton; Robert Duguay; Kris McPeak; Stacy Abrams; Mary Hull; Ian King; Nicole Christensen; Maddie Sibia		

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## Minutes

The meeting was called to order at 5:00 PM by Crystie McGrail

### I. Subcommittee Reports

#### a. LMSC Standards - **Linda** / Christine / Tom / Dave / Randy

- Review of proposed draft standards revisions Part I
- To do:
  - Explore if we want to change titles from Chair to Coordinator what processes need to be done? LMSC bylaws may need to be updated.
  - Create an AOG – like FOG but for LMSC’s (follow logo style guide, general admin guidelines all in one place)
  - Annual LMSC task calendar template – does volunteer working calendar website cover this?
    - How do we make this more effective?
    - Reminders not just actual dates
- Try to complete next month and get approval by December to submit to BOD – send out in Slack – put a note out to review this form and provide any feedback. – Crystie or Dave will send out in early November.

### II. Additional Items - Crystie

- i. Relay 2023 Planning Group - No updates currently.
- ii. Update on the training for “Sanction Chairs”- Linda & Karen haven’t had a chance to meet. The subcommittee team will work on after finished with the standards revisions. On the back burner until early 2023.
- iii. December Meeting moved from the 20<sup>th</sup> to the 13<sup>th</sup>. – positive feedback – Ed will reschedule
- iv. Request for next year’s committee’s survey closed last week – if missed and still want to be on committee next year email Ed.

### III. Next Meeting: **November 15<sup>th</sup>**

The meeting was adjourned at 5:55PM

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